To Order NASA Business Cards:

- 1. FILL IN ONLY the style chosen for your business cards. ONE style per name.
- 2. PROOF ALL entries carefully!
- 3. PRINT this form and send to **Center Printing Office** for processing.

[Note substitutions in appropriate position (i.e., cell phone number or pager number instead of fax number) or indicate none to remove altogether.]

[Work (w), Cell (c), Fax (f), Pager (p), Home (h)]

LANDSCAPE - ALL NASA CENTERS (EXCEPT HQ)

		·
National Aeronautios and Space Administration John J. Doe Official Job Title		NAME:
		TITLE:
		(Maximum 45 characters including spaces.) OFFICE/ DIVISION: (Maximum 45 characters including spaces.)
Office or Division Kennedy Space Center Mail Code		CENTER:
Kennedy Space Center, Florida 32899 202-358-0000 (w) 202-358-0000 (c) 202-358-0000 (f) 202-358-0000 (h)		MAIL CODE:
	www.nasa.gov	MAIL STOP:
MAIL CODE		ADDRESS:
National Aeronautics and Space Administration John J. Doe		CITY/STATE/ZIP:
		WORK PHONE:
		FAX PHONE:
	NASA	CELL PHONE:
Official Job Title Office or Division Kennedy Space Center	and a	HOME PHONE:
Mail Stop Kennedy Space Center, Florida 32899		E-MAIL ADDRESS:
202-358-0000 (w) 202-358-0000 (c) 202-358-0000 (f) 202-358-0000 (h) john.doe@nasa.gov	www.nasa.gov	THERMOGRAPHIC PRINTING (RAISED APPEARANCE)
		LOGO AND ALL TEXT
WAIL STOP		QUANTITY:
		500
PPROVAL	5	SHIP CARDS TO:
have determined that		NAME:
virtue of his or her duties, interacts		ADDRESS 1:
ith people or organizations external to ASA and the use of business cards will	1	ADDRESS 2:
such interaction.		CITY:
		CTATE.

AUTHORIZED BY:

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[Work (w), Cell (c), Fax (f), Pager (p), Home (h)]

National Aeronautics and Space Administration	VERTICAL	- ALL NASA CENTERS (EXCEPT HQ)
		NAME:
John Doe Smith Office or Division		TITLE: (Maximum 45 characters including spaces.)
Kennedy Space Center		OFFICE/ DIVISION: (Maximum 45 characters including spaces.)
Mail Code Kennedy Space Center, Florida 32899		CENTER:
w 202-358-0000 c 202-358-0000		MAIL CODE:
f 410-678-0000		MAIL STOP:
h 410-123-0000		
	ronautics and inistration	ADDRESS: CITY/STATE/ZIP:
MAIL CODE		WORK PHONE:
John Do Office or Di		CELL PHONE:
Kennedy S	Space Center	FAX PHONE:
Mail Stop Kennedy Space Center, Florida 32899		HOME PHONE:
	358-0000	E-MAIL ADDRESS:
	358-0000 678-0000	THERMOGRAPHIC PRINTING (RAISED APPEARANCE)
h 410-123-0000 e Jdoe⊄nasa.gov	123-0000	LOGO AND ALL TEXT
30.0	www.nasa.gov	QUANTITY:
MAIL STO	•	500
APPROVAL		SHIP CARDS TO:
I have determined that		NAME:

APPROVAL SHIP CARDS TO: NAME: Dy virtue of his or her duties, interacts with people or organizations external to NASA and the use of business cards will facilitate communications in the course of such interaction. ADDRESS 1: ADDRESS 2: ADDRESS 2: CITY: CITY: DATE: ZIP: